

Mayor Elise Partin	Mayor Pro-Tem Phil Carter	Council Members Tiffany Aull Byron Thomas Alice Rose	City Manager Mike Conley	Assistant City Manager Betsy Catchings Wesley Crosby
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City of Cayce
Regular Council Meeting
 Tuesday, September 1, 2026
 Cayce City Hall, 1800 12th Street | 6:00 p.m.
www.caycesc.gov

To Access Council Meeting Livestream, click
<https://www.youtube.com/@cityofcayce1137/streams>

REGULAR COUNCIL MEETING

I. Call to Order

- A. Invocation and Pledge of Allegiance
- B. Approval of Minutes
 - August 4, 2026 – Regular Council Meeting
 - August 24, 2026 – Special Called Council Meeting

II. Public Comment Regarding Items on the Agenda

III. Presentation

- A. Dr. Angela Cooper, Superintendent, Lexington School District Two: Commitment to Being a Champion for Children

IV. Items for Discussion and Possible Approval

- A. Discussion and Approval to Amend September 16, 2026, Council Meeting Date
- B. Discussion and Approval of Routeware, Inc. Quote Q-20730 for Continuation of the City's recurring subscription services for a 12-month term beginning October 1, 2026

V. Resolutions

- A. Resolution Committing the City of Cayce to Providing a Local Match for a Municipal Association of South Carolina Problem Solver Grant and Following its Procurement Policy when Securing Services and Products with Grant Funds

VI. Ordinances

- A. Discussion and Approval of Ordinance 2026-06 Authorizing and Approving the Implementation, Administration, and Enforcement of Lexington County Ordinance

19-10, known as the Lexington County Stormwater Management Ordinance and the Lexington County Land Development Manual Revised March 2026 – Second Reading

- B. Discussion and Approval of Ordinance 2026-07 Amending the Zoning Map and Rezoning Property Located on Lybrand Street (Tax Map Number 005755-01-001) from M-1 to RS-4 - Second Reading

VII. Committee Matters

- A. Reappointments and Appointments
- Beautification Foundation
 - o Dana Bailey
 - Planning Commission
 - o Danny Creamer
 - Public Safety Foundation
 - o Pamme Eades
 - Standard Technical Codes Board of Appeals
 - o Frank Dedmon
- B. Approval of Minutes
- Cayce Beautification Foundation Minutes – June 8, 2026
 - Cayce Historical Museum Commission Meeting Minutes – July 1, 2026

VIII. City Manager's Report

IX. Council Comments

X. Executive Session

- A. Discussion of appointments and reappointments to City of Cayce boards, commissions, and committees, pursuant to S.C. Code § 30-4-70(a)(1)
- B. Receipt of attorney-client legal advice regarding a potential Sports Complex project, including proposed contractual arrangements, real-property considerations, potential claims, and other matters protected by the attorney-client privilege, pursuant to S.C. Code § 30-4-70(a)(2)
- C. Receipt of attorney-client legal advice regarding proposed Ordinance 2026-08, establishing procedures and rules for Business License Tax Assessments and Appeals, designating the City Manager as the Hearing Officer for such appeals, and providing for related matters, pursuant to S.C. Code § 30-4-70(a)(2).
- D. Receipt of legal advice relating to claims and potential claims by and against the City and other matters covered by the attorney-client privilege

NOTE: Items discussed in Executive Session may result in action by City Council upon its return to general session.

XI. Reconvene

XII. Possible Action in follow-up to Executive Session

- A. Possible action, if any, relating to claims or potential claims discussed in executive session, as appropriate and as permitted by law
- B. Discussion and possible approval on first reading of Ordinance 2026-08, establishing procedures and rules for Business License Tax Assessments and Appeals; designating the City Manager as the Hearing Officer for such appeals; and providing for related matters.

XIII. Adjourn

SPECIAL NOTE: Upon request, the City of Cayce will provide this document in whatever form necessary for the physically challenged or impaired.

CITY OF CAYCE
2026 SEPTEMBER MEETINGS AND EVENTS

Tuesday, September 1, 2026

- **Meet with the Mayor** | 5:00 p.m.
- **Council Meeting** | 6:00 p.m.

Wednesday, September 2, 2026

- **Museum Commission Meeting** | 5:00 p.m.

Monday, September 7, 2026

- **Labor Day Holiday** | City Offices Closed
- **Garbage, Yard Trash and Recycling will be picked up** **Wednesday, September 9th**

Thursday, September 10, 2026

- **Events Committee Meeting** | 5:30 p.m.

Monday, September 14, 2026

- **Beautification Foundation Meeting** | 5:30 p.m.

Tuesday, September 15, 2026

- **Cayce Housing Authority Meeting** | 5:00 p.m.

Wednesday, September 16, 2026

- **Council Meeting** | 6:00 p.m.

Monday, September 21, 2026

- **Zoning Board Meeting** | 6:00 p.m.
- **Planning Commission Meeting** | immediately following the Zoning Board Meeting

Tuesday, September 22, 2026

- **Public Safety Foundation Meeting** | 5:45 p.m.

Wednesday, September 30, 2026

- **Bulk/White Good Collection**



Mayor Elise Partin	Mayor Pro-Tem Phil Carter	Council Members Tiffany Aull Byron Thomas Alice Rose	City Manager Mike Conley	Assistant City Manager Betsy Catchings Wesley Crosby
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City of Cayce Regular Council Meeting

Tuesday, August 4, 2026
Cayce City Hall, 1800 12th Street | 6:00 p.m.
www.caycesc.gov

To Access Council Meeting Livestream, click
<https://www.youtube.com/@cityofcayce1137/streams>

The August 4, 2026, Regular Council meeting was held this evening in Council Chambers. Those present included Mayor Elise Partin, Mayor Pro Tem Carter, Council Members Tiffany Aull, Byron Thomas, and Alice Rose. Attendees also included Municipal Clerk Kristen Hall, City Manager Michael Conley, Assistant City Manager Wesley Crosby, IT Director Jamie Beckham, and City Attorney James Smith.

Mayor Partin asked if members of the press and public were duly notified of the meeting in accordance with the Freedom of Information Act (FOIA). Mrs. Hall confirmed they were notified.

Call to Order

Mayor Partin called the Regular Council Meeting to order. Council Member Aull gave the Invocation. Mayor Partin led the assembly in the Pledge of Allegiance.

Approval of Minutes

Council Member Thomas made a motion to approve both July 16, 2026, Council Visioning Session minutes and July 22, 2026, Regular Council Meeting minutes as written. Council Member Rose seconded the motion which was unanimously approved by roll call vote.

Public Comment Regarding Items on the Agenda

Isaac Manning, Item V. B. – Mr. Manning spoke on behalf of his family regarding the approximately 45-acre property on Lybrand Street, consisting of approximately 25 acres of upland and 20 acres of floodplain along Six Mile Creek. He noted that the property is currently zoned M-1 Industrial and could accommodate approximately 250,000 to 300,000 square feet of industrial development, with primary access requiring travel through residential areas. Mr. Manning stated that, following discussions with Town staff and a potential builder, the family is requesting RS-4 zoning to allow for residential development of approximately 70 to 80 50-foot lots. He explained

that the proposed homes are anticipated to have values between \$350,000 and \$400,000 and stated that residential development would be more compatible with the surrounding area than industrial development. Mr. Manning requested that Council consider the rezoning application and noted that, if the property remains industrially zoned, the family intends to proceed with industrial development.

Marie Brown, Item III. C. – Ms. Brown spoke regarding the proposed sidewalk work and the potential for either repair or total replacement. The resident noted that several properties in the area may have multiple heirs listed as property owners, which could require additional research and permissions if the sidewalks are fully replaced and could potentially lengthen the project timeline. The resident requested that Council consider these ownership issues when determining whether to repair or replace the sidewalks.

Carrie Glover, Item III. C. – Ms. Glover, a resident of Julius Felder Street, stated that she has lived at her residence for approximately six years and is the legal property owner. She expressed concern that she has not been receiving correspondence from the City of Cayce and, as a result, sometimes misses information regarding meetings and City matters. Ms. Glover noted that the issue had previously been referred for follow-up but that she had not received an update. She requested assistance in resolving the issue so she can receive City communications.

Items for Discussion and Possible Approval

A. Discussion and Approval to Amend August 19, 2026, Council Meeting Date

Council Member Rose made a motion to cancel the August 19, 2026, Regular Council Meeting Date. Council Member Aull seconded the motion which was unanimously approved by roll call vote.

B. Discussion and Approval of the Lexington County South Carolina Opioid Recovery Fund (SCORF) Agreement

Council Member Thomas made a motion to approve the staff recommendation to accept \$421,600 in South Carolina Opioid Recovery Fund settlement funds from Lexington County and authorize the City Manager to execute the agreement. Council Member Aull seconded the motion which was unanimously approved by roll call vote.

C. Discussion of Allocation of Funding for Julius Felder Sidewalk Transportation Alternative Program (TAP) Grant

Council Member Thomas made a motion to return the grant. Council Member Rose seconded the motion prior to discussion and roll call vote.

During discussion, Council discussed the potential acquisition of approximately two feet of

private property along each property frontage and the possible impacts to retaining walls, fences, and other private improvements. Council expressed interest in returning the grant funds and instead pursuing opportunities to improve existing sidewalks without acquiring private property, while also seeking additional funding and partnerships to expand sidewalk connectivity in areas where sidewalks are currently lacking. City Manager Conley acknowledged Council's interest in improving connectivity and stated that staff would continue to pursue grants and other opportunities to expand sidewalk infrastructure.

Following discussion, Mayor Partin called for the vote which was unanimously approved.

D. Discussion and Approval to Enter into a Joint Watershed Restoration Grant Initiative

Council Member Rose made a motion to approve the staff recommendation to enter into a joint watershed restoration grant initiative and pursue Parr HEP and Section 319 grant funding. Council Member Thomas seconded the motion prior to discussion and roll call vote.

During discussion, Council discussed the types of native plants that could be included and the potential to coordinate with the Cayce Beautification Foundation. Council also discussed whether Hospitality Tax funds could be used for the City's portion, with staff noting that funding sources would be presented to Council for approval if the grant is awarded. Staff further agreed to review whether the proposed work could be coordinated with a prior Land, Water and Soil Conservation grant project and whether funds could be redirected to other areas if portions of the proposed work are no longer needed.

Following discussion, Mayor Parting called for the vote which was unanimously approved.

Resolutions

A. Consideration and Approval of Resolution Authorizing an Intergovernmental Cooperative Agreement with Lexington County for Participation in the Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), and Emergency Solutions Grant (ESG) Programs

Council Member Thomas made a motion to approve the staff recommendation to authorize the Mayor to execute the Intergovernmental Cooperative Agreement on behalf of the City. Council Member Aull seconded the motion which was unanimously approved by roll call vote.

Ordinances

A. Discussion and Approval of Ordinance 2026-06 Authorizing and Approving the Implementation, Administration, and Enforcement of Lexington County Ordinance 19-10, known as the Lexington County Stormwater Management Ordinance and the Lexington County Land Development Manual Revised March 2026 – First Reading

Council Member Aull made a motion to approve the staff recommendation and give first reading approval to Ordinance 2026-06, Authorizing and Approving the Implementation,

Administration, and Enforcement of Lexington County Ordinance 19-10 and the Lexington County Land Development Manual revised March 2026. Council Member Rose seconded the motion prior to discussion and roll call vote.

During discussion, Council discussed Lexington County's stormwater oversight and the City's role in regional stormwater management. It was explained that, as an urbanized MS4 area, the City remains responsible for stormwater management within its jurisdiction but has contracted with Lexington County to assist with stormwater engineering, water testing, and related services. Council questioned the City's representation on any Lexington County stormwater commission or committee and whether the City could participate given its significant stormwater needs. City Manager Conley stated that he would research the matter and provide additional information regarding the commission and the City's potential involvement.

Following discussion, Mayor Partin called for the vote which was unanimously approved.

B. Discussion and Approval of Ordinance 2026-07 Amending the Zoning Map and Rezoning Property Located on Lybrand Street (Tax Map Number 005755-01-001) from M-1 to RS-4 - First Reading

Council Member Rose made a motion to approve the staff recommendation and give first reading approval to Ordinance 2026-07, Amending the Zoning Map and Rezoning property located on Lybrand Street from M-1 to RS-4. Mayor Pro Tem Carter seconded the motion prior to discussion and roll call vote.

During discussion, City Manager Conley explained the types of uses permitted under the current M-1 zoning and clarified that the property owner could currently pursue a permitted light industrial development without returning to Council for rezoning. Council discussed that approval of the proposed rezoning would change the applicable zoning requirements and limit future development of the property to uses permitted under the RS-4 district. Council expressed support for residential zoning as being more appropriate for the property given its location within an area surrounded by existing homes and other residential uses.

Following discussion, Mayor Partin called for the vote which was unanimously approved.

City Manager's Report

City Manager Conley advised there were no items for the City Manager's Report.

Council Comments

Council Member Thomas thanked the South Carolina Department of Social Services, participating businesses, residents, City staff, and Mount Zion for their support of the recent job and resource fair, which included approximately 40 businesses and nearly 100 attendees. He expressed hope that the event connected residents with employment opportunities and noted interest in holding another event in the future. He also thanked Chief Wade, the Cayce Police Department, City staff, sponsors, and community partners for their participation in the recent Back to School Bash. He highlighted the event as an example of community policing and expressed

appreciation for efforts to engage local children and families.

Council Member Thomas recognized the historic contributions of Eddie Brown, the City's first public safety officer, and former Mayor Pro Tem Skip Jenkins. He expressed anticipation for the celebration associated with the dedication and resurfacing of Lee Street in their honor. He also provided an update regarding ongoing efforts related to local cemeteries and expressed his desire to continue working toward restoring access for families to their historic properties and burial sites. He noted that preserving and sharing the history associated with these sites could also provide an opportunity for cultural and historical tourism.

Council Member Thomas concluded by wishing his wife, Rebecca Thomas, a happy birthday and expressing his appreciation for her support and their family.

Executive Session

- A. Receipt of legal advice relating to claims and potential claims by and against the City and other matters covered by the attorney-client privilege

Council Member Rose made a motion to move into Executive Session. Council Member Thomas seconded the motion which was unanimously approved by roll call vote.

At the conclusion of Executive Session, Council Member Rose made a motion to come out of Executive Session. Council Member Aull seconded the motion which was unanimously approved by roll call vote.

Reconvene

Possible Action in follow-up to Executive Session

- A. Possible action, if any, relating to claims or potential claims discussed in executive session, as appropriate and as permitted by law

Adjourn

There being no action in follow-up to Executive Session, Council member Thomas made a motion to adjourn the meeting. Council Member Rose seconded the motion, which was unanimously approved by roll call vote. There being no further business, the meeting adjourned at 7:25 p.m.

Elise Partin, Mayor

ATTEST:

Kristen Hall, Municipal Clerk

Mayor Elise Partin	Mayor Pro-Tem Phil Carter	Council Members Tiffany Aull Byron Thomas Alice Rose	City Manager Mike Conley	Assistant City Manager Betsy Catchings Wesley Crosby
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City of Cayce
Special Called Council Meeting
 Monday, August 24, 2026
 Cayce City Hall, 1800 12th Street | 5:30 p.m.
www.caycesc.gov

To Access Council Meeting Livestream, click
<https://www.youtube.com/@cityofcayce1137/streams>

The August 24, 2026, Special Called Council Meeting was held this evening in Council Chambers. Those present include Mayor Elise Partin, Mayor Pro Tem Phil Carter, and Council Members Tiffany Aull, Byron Thomas, and Alice Rose. Attendees also included Municipal Clerk Kristen Hall, City Manager Michael Conley, Finance Director Sarah Hawkins, Director of Development Services Luke Godbold, IT Director Jamie Beckman, and City Attorney James Smith.

Mayor Partin asked if the if members of the press and public were duly notified of the meeting in accordance with the Freedom of Information Act (FOIA). Mrs. Hall confirmed they were notified.

Call to Order

Mayor Partin called the Special Called Council Meeting to order, and Council Member Rose gave the Invocation. Mayor Partin led the assembly in the Pledge of Allegiance.

Executive Session

- A. Discussion of matters relating to proposed economic-development opportunities, including the proposed location, expansion, or provision of services encouraging the location or expansion of businesses; negotiations incident to proposed contractual arrangements; and the potential purchase, sale, or other disposition of real property. This includes among several other proposed economic-development opportunities, the public-art project known as the Thomas Dambo Troll, and receipt of legal advice relating to attorney-client-privileged matters, including pending, threatened, or potential claims, pursuant to S.C. Code Ann. § 30-4-70(a)(2) and (5).

Council Member Rose made a motion to move into Executive Session. Council Member Aull seconded the motion which was unanimously approved by roll call vote.

At the conclusion of Executive Session, Council Member Aull made a motion to come out of Executive Session. Council Member Thomas seconded the motion which was unanimously approved by roll call vote.

Reconvene

A. Action, if any, on matters properly discussed in executive session.

After Executive Session concluded, Mayor Partin announced that no vote was taken in Executive Session other than to come out of Executive Session.

Adjournment

There being no action in follow-up to Executive Session, Council Member Rose made a motion to adjourn the meeting. Council Member Thomas seconded the motion, which was unanimously approved by roll call vote. There being no further business, the meeting adjourned at 6:55 p.m.

Elise Partin, Mayor

ATTEST:

Kristen Hall, Municipal Clerk

Memorandum

To: Mayor and Council

From: Michael Conley, City Manager

Date: September 1, 2026

Subject: Routeware Recurring Subscription Renewal

Issue

Consideration of Routeware, Inc. Quote Q-20730 for continuation of the City's recurring Routeware subscription services for a 12-month term beginning October 1, 2026. This is a sanitation app for residents.

Discussion

The City has utilized Routeware as a public education and service tool for waste management communication since October 1, 2020. The platform is designed to streamline waste management communication with residents and provides collection calendars and reminders, the Waste Wizard for disposal guidance, targeted messaging for service-area changes, and emergency service alerts. The program overview included with the quote indicates that 31% of residents utilize the mobile application and 68% access information through laptops and computers.

The quote includes the following services:

- ReCollect Collection Calendar – \$4,282.44 annually
- ReCollect Waste Wizard – \$2,570.04 annually
- Mobile App – \$2,570.04 annually

Total recurring subscription cost: \$9,422.52.

Recommendation

Staff recommends that City Council authorize continuation of the Routeware recurring subscription services beginning October 1, 2026, in the amount of \$9,422.52.

Routeware Program Overview

Program was contracted **October 1, 2020**, Routeware serves as a public education and service tool designed to streamline waste management communication for residents.

Platform Access

- **Digital Adoption:** **31%** of residents utilize the mobile app, while **68%** access information via laptops and computers.
- **Mobile Accessibility:** The dedicated mobile app provides on-the-go access for smartphones and tablets, letting residents manage their waste services anytime.

Core Features

- **Schedule & Reminders:** Residents can view regular collection calendars and set customized reminders for garbage, recycling, and yard waste pickups.
- **The Waste Wizard:** An interactive search tool that helps residents identify material disposal guidelines, check which items are accepted or prohibited, and review specific collection rules (such as monthly pickup frequencies and curb placement times for bulk items/white goods).
- **Targeted Messaging & Campaigns:** The platform enables zone-specific notifications to alert only the residents directly impacted by schedule changes, such as holiday shifts or seasonal updates (e.g., leaf season guidelines prioritizing bagged leaves over unbagged leaves).
- **Emergency Service Alerts:** Automated notifications keep residents informed during storms or emergencies that disrupt regular collection routes.

Q-20730
Cayce, SC

QUOTE NUMBER Q-20730

Routeware, Inc.
7719 Wood Hollow Dr.
Suite #150
Austin, TX 78731

Order Q-20730
Good Through: Oct 01 2026
Payment Terms: Net 30
Term 12 Months

Ship To

Thomas White
Cayce, SC
1800 12th St
Cayce, South Carolina 29033
United States
twhite@cityofcayce-sc.gov

Bill To

Cayce, SC
1800 12th St
Cayce, South Carolina 29033
United States

Salesperson**Phone****Email**

Routeware Customer Success

customersuccess@routeware.com

Statement of Confidentiality & Non-Disclosure

This document contains proprietary and confidential information. All information and data submitted to Cayce, SC is provided in reliance upon its consent not to use or disclose any information contained herein except in the context of its business dealings with Routeware, Inc. The recipient of this document agrees to inform present and future employees of Cayce, SC who view or have access to its content of its confidential nature. The recipient agrees to instruct each employee that they must not disclose any information concerning this document to others except to the extent that such information is generally known to, and is available for use by, the public. The recipient also agrees not to duplicate or distribute or permit others to duplicate or distribute any material contained herein without Routeware, Inc's express written consent.

Routeware retains all title, ownership and intellectual property rights to the material and trademarks contained herein, including all supporting documentation, files, marketing materials, and multi-media.

BY ACCEPTANCE OF THIS DOCUMENT THE RECIPIENT AGREES TO BE BOUND BY THE AFOREMENTIONED STATEMENT.

RECURRING SUBSCRIPTIONS

PRODUCT	UNIT	QTY	UNIT PRICE	EXTENDED
ReCollect Collection Calendar	Annually	1	\$4,282.44	\$4,282.44
ReCollect Waste Wizard	Annually	1	\$2,570.04	\$2,570.04
Mobile App	Annually	1	\$2,570.04	\$2,570.04
SUBSCRIPTIONS TOTAL (USD):				\$9,422.52

Payment Terms -

The Software Fee Effective Service Date for this Order will be 2026-10-01.

Invoices for Recurring Subscriptions shall be issued annually in advance, with the initial invoice issued on the Effective Service Date and each subsequent invoice due on the corresponding date of each successive anniversary thereafter. The term of the Recurring Subscription(s) shall commence on the Effective Service Date.

Terms & Conditions Information -

This Order and all products and services herein are subject to and limited to the terms and conditions located at <https://www.routeware.com/Clients>. Any purchase orders issued in response to this Order will be deemed acceptance of such terms.

<https://www.routeware.com/Clients/> Password: RWClient1!

Prices are exclusive of any federal, state, or local taxes. The customer is responsible for all federal, state, and local taxes.

This system requires a specific server to operate Routeware software, which may need to be purchased separately.

This system requires cellular connectivity for each vehicle which may need to be purchased separately.

If route sequencing by Routeware is a requirement, additional professional services fees may apply.

On-Board Computer software is sold as a perpetual license, allowing the license to be activated on replacement hardware.

Any lapse in support voids perpetual license.

Pricing does not include freight cost or travel expenses, which will be invoiced as they are incurred.

Usage Limit Terms -

Customer is authorized to employ the aforementioned solution(s) for a maximum of fifteen thousand (15,000) residents or up to six thousand (6,000) service addresses, whichever is achieved first. Additional charges will be incurred if the solution(s) are used beyond either of these specified limits.

IN WITNESS WHEREOF, the Parties to the Order Form has caused it to be executed by their authorized officers as the day and year of the signatories below.

Cayce, SC

Signature: _____

Date: _____

Name (Print): _____

Title: _____

Purchase Order Details:

Purchase Order number: _____

Issuance of Purchase Order ("PO") in lieu of signature denotes acceptance of Order Form by Customer. Receipt of complete and accurate PO is required prior to Order execution.

Routeware, Inc, and Affiliates

Signature: _____

Date: _____

Name (Print): _____

Title: _____

Please sign and email to Routeware Customer Success Team at customersuccess@routeware.com

FOR INTERNAL USE ONLY

Reviewed By:

Memorandum

To: Mayor and Council

From: Michael Conley, City Manager

Date: September 1, 2026

Subject: Resolution Committing the City of Cayce to Providing a Local Match for a Municipal Association of South Carolina Problem Solver Grant and Following its Procurement Policy when Securing Services and Products with Grant Funds

Issue

Staff is seeking City Council authorization to apply for the Municipal Association of South Carolina (MASC) IMPACT Fund Problem Solver Grant to support and expand the City of Cayce's Community Tool Shed.

Discussion

The Cayce Community Tool Shed was developed by the City's Code Compliance staff as a resource for residents who need assistance maintaining their properties and addressing potential code violations. The program is currently supported by the Cayce Beautification Foundation, with tools supplied through donations and sponsorships from local businesses and organizations.

The Tool Shed allows Cayce residents, neighborhood associations and community organizations to borrow tools and equipment at no charge for non-commercial use. The current inventory includes lawnmowers, weed eaters, leaf blowers, hedge trimmers, rakes, shovels, wheelbarrows and other basic property-maintenance equipment. Tools may be borrowed for up to three days. The Community Tool Shed has developed into a useful community resource, but demand has begun to exceed the City's available inventory and ability to maintain the equipment.

For the summer of 2026 alone, the Tool Shed has served 38 residents, but the City has received requests from approximately two to three times that number. The demand demonstrates that the program addresses an actual need within the community. The primary limitation is not participation; it is capacity.

Many of the tools currently available are subject to regular use and require maintenance, repair or eventual replacement. At the same time, residents continue to request equipment that the

City does not currently have available or cannot consistently keep in service. While the program receives funding from the Beautification Foundation, this grant would allow us to expand the program now by purchasing additional quantities of the most requested items, replacing items that are no longer in working condition, and obtaining new equipment requested by residents. The goal would be to create a more reliable inventory that allows the City to serve more residents while maintaining the program as a free community resource.

The Community Tool Shed represents an example of the City helping residents solve a problem before it becomes a larger enforcement issue. With demonstrated demand, an established operating structure and a relatively modest funding need, the program provides an opportunity to leverage outside funding to improve an existing City service and directly benefit Cayce residents.

The Problem Solver Grant provides up to \$25,000 and requires a 5% local match. If the City applies for and receives the full \$25,000 award, the required City match would be \$1,250. MASC requires City Council to pass a resolution supporting the grant application. The current application deadline is September 25, 2026, at 5:00 p.m.

Recommendation

Staff recommends that City Council authorize the City of Cayce to apply for the MASC IMPACT Fund Problem Solver Grant for the Community Tool Shed and approve the required resolution committing the City to the 5% local match.

STATE OF SOUTH CAROLINA)
)
COUNTY OF LEXINGTON)
)
CITY OF CAYCE)

RESOLUTION

COMMITTING THE CITY OF CAYCE TO PROVIDING A LOCAL MATCH FOR A MUNICIPAL ASSOCIATION OF SOUTH CAROLINA PROBLEM SOLVER GRANT AND FOLLOWING ITS PROCUREMENT POLICY WHEN SECURING SERVICES AND PRODUCTS WITH GRANT FUNDS

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF CAYCE, here assembled on this 1 day of September 2026, that the City of Cayce Council hereby commits to provide a local match of at least \$1,250, which equals the minimum five percent local match required by the Municipal Association of South Carolina, to support the City’s application for a Problem Solver Grant in the amount of up to \$25,000. These grant and local matching funds will be used for the Cayce Community Tool Shed.

BE IT FURTHER RESOLVED that the Council will follow its procurement policy adopted in accordance with SC Code of Laws Section 11-35-50 when securing all services and products purchased with funds awarded from a Problem Solver Grant.

This Resolution is made in connection with the submission of an application to the Municipal Association of South Carolina for Problem Solver Grant funds, with the application to be submitted on or before the September 25, 2026, application deadline.

ADOPTED this _____ day of _____, 2026, by the Mayor and City Council of the City of Cayce, South Carolina.

CITY OF CAYCE, SOUTH CAROLINA

By: _____
Elise Partin, Mayor

ATTEST:

By: _____
Kristen Hall, Municipal Clerk

Approved as to form: _____
James Smith, City Attorney

Memorandum

To: Mayor and Council

From: Michael Conley, City Manager

Date: September 1, 2026

Subject: Second Reading of Ordinance 2026-06 to Adopt the Lexington County Land Development Manual Revised: March 2026 and Lexington County Stormwater Management Ordinance

Issue

The City must adopt the Lexington County Land Development Manual Revised: March 2026 and the Lexington County Stormwater Management Ordinance to remain in compliance with the Intergovernmental Agreement between the City of Cayce and Lexington County.

Discussion

The City of Cayce entered into an Intergovernmental Agreement with Lexington County related to the implementation of the Stormwater Management Program in support of the NPDES General Permit for SMS4. As part of this agreement, the City is required to adopt the current Lexington County Stormwater Management Ordinance and applicable chapters of the Lexington County Land Development Manual.

These requirements allow Lexington County to administer construction site stormwater runoff control and post-construction stormwater management requirements for new development and redevelopment within the City's corporate limits.

The March 2026 revisions to the Land Development Manual and the current Stormwater Management Ordinance reflect the current stormwater and development standards required by Lexington County. Adoption of these documents ensures the City remains in compliance with the Intergovernmental Agreement and maintains consistent stormwater regulations within the City.

Recommendation

Staff recommends approval of the Ordinance to Adopt the Lexington County Land Development Manual revised: March 2026 and the Lexington County Stormwater Management Ordinance to remain compliant with the Intergovernmental Agreement between the City of Cayce Lexington County.

State of South Carolina	)	ORDINANCE 2026-06
	)	
County of Lexington	)	
	)	
City of Cayce	)	

AN ORDINANCE AUTHORIZING AND APPROVING THE IMPLEMENTATION, ADMINISTRATION, AND ENFORCEMENT OF LEXINGTON COUNTY ORDINANCE 19-10, KNOWN AS THE LEXINGTON COUNTY STORMWATER MANAGEMENT ORDINANCE, AND THE LEXINGTON COUNTY LAND DEVELOPMENT MANUAL REVISED MARCH 2026, AS ADOPTED AND IN EFFECT ON THE DATE OF FINAL ADOPTION OF THIS ORDINANCE, WITHIN THE CORPORATE LIMITS OF THE CITY OF CAYCE, SUBJECT TO CERTAIN EXCEPTIONS; PROVIDING FOR RETENTION OF THE CITY'S FLOODPLAIN MANAGEMENT PROGRAM; PROVIDING FOR MUNICIPAL COURT JURISDICTION OVER CRIMINAL PROSECUTIONS; PROVIDING THAT FUTURE COUNTY AMENDMENTS SHALL NOT BECOME EFFECTIVE WITHIN THE CITY ABSENT SUBSEQUENT CITY COUNCIL APPROVAL; AND OTHER MATTERS RELATED THERETO.

WHEREAS, the Council has determined that it is in the interest of the City and the public, and the health, peace, safety and order of the City, to regulate previously uncontrolled or poorly controlled stormwater runoff and land disturbing activities, both of which have or may have significant adverse impacts on flooding, water quality and the environment; and

WHEREAS, the Council has determined that it is in the interest of the City and the public, and the health, peace, safety and order of the City, to grant permission for, authorize, and approve the implementation, administration, and enforcement within the City of Cayce of Lexington County's Ordinance 19-10 ("Lexington County Stormwater Management Ordinance"), and Lexington County's Land Development Manual Revised: 2026 as each exists and is in effect on the date of final adoption of this Ordinance, within the corporate limits of the City of Cayce and for the benefit of the City of Cayce and its citizens; and

WHEREAS, the City of Cayce and Lexington County are parties to an intergovernmental agreement addressing the implementation of stormwater management program requirements, including construction site stormwater runoff control and post-construction stormwater management within the City's limits; and

WHEREAS, City Council desires to confirm that the adoption by reference authorized herein applies only to the Lexington County Stormwater Management Ordinance and Lexington County Land Development Manual Revised: March 2026 provisions in effect on the date of final

adoption of this Ordinance, except as expressly excluded herein, and does not automatically adopt any future amendment, revision, replacement, or supplement thereto;

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the City of Cayce, in Council, duly assembled, as follows:

1. **Adoption by Reference; Authorization for Implementation, Administration, and Enforcement.**

The governing body of the City of Cayce hereby approves implementation, administration, and enforcement of Lexington County's Ordinance 19-10 ("Lexington County Stormwater Management Ordinance") together with, Lexington County's Land Development Manual Revised: 2026, as each is adopted and in effect on the date of final adoption of this Ordinance, which are hereby incorporated in this Ordinance by this reference, within the corporate limits of the City and for the benefit of the City and the public, with the exceptions stated below.

Copies of Lexington County Ordinance 19-10 and the Lexington County Land Development Manual Revised: March 2026, as adopted and in effect on the date of final adoption of this Ordinance, shall be maintained with the official records of this Ordinance and made available for public inspection in the same manner as other City ordinance records

2. **Exceptions and Reserved City Authority**

This permission, authorization, consent, and approval specifically do not include:

- (a) **Flood Damage Prevention.** Implementation, administration, or enforcement of Chapter Eleven of Lexington County's Land Development Manual Revised: March 2026, entitled "Flood Damage Prevention." The City fully retains its own floodplain management program.
- (b) **Criminal Prosecutions** Criminal prosecutions for violations occurring within the corporate limits of the City. Such violations, subject to the monetary jurisdictional limits imposed by the State law, are to be tried in the City's Municipal Court.
- (c) **Penalties Beyond Municipal Authority.** The adoption by reference authorized herein shall not be construed to authorize any fine, penalty, imprisonment, fee, charge, or enforcement remedy within the City limits beyond that authorized by South Carolina law or otherwise lawfully available to the City. To the extent any incorporated

provision would impose a penalty exceeding the authority of the City, such penalty shall be limited to the maximum penalty permitted by South Carolina law.

3. Version Adopted; No Automatic Adoption of Future Amendments

The Lexington County Stormwater Management Ordinance, Ordinance 19-10, as currently in effect on the date of final adoption of this Ordinance, together with the Lexington County Land Development Manual Revised: March 2026, as currently in effect on the date of final adoption of this Ordinance, are hereby adopted by reference by the City of Cayce and shall govern stormwater management within the corporate limits of the City, except as otherwise specifically provided herein.

Any future amendment, revision, replacement, or supplement to Lexington County Ordinance 19-10 or the Lexington County Land Development Manual, as amended, shall not become effective within the City of Cayce unless and until approved and adopted by Cayce City Council in the manner required by South Carolina law.

4. Conflict with Existing City Provisions.

All ordinances, code provisions, resolutions, policies, or parts thereof in conflict with this Ordinance are hereby repealed or superseded only to the extent of such conflict; provided, however, that nothing in this Ordinance shall repeal, supersede, impair, or otherwise affect the City's floodplain management program or the City's authority to administer and enforce any City flood damage prevention, floodplain management, zoning, building, public safety, nuisance, or other lawful municipal regulations not expressly delegated herein.

5. Severability

If any section, subsection, paragraph, sentence, clause, phrase, provision, or application of this Ordinance is held invalid or unconstitutional by a court of competent jurisdiction, such invalidity shall not affect the remaining portions or applications of this Ordinance, which shall remain in full force and effect. City Council hereby declares that it would have adopted this Ordinance and each section, subsection, paragraph, sentence, clause, phrase, provision, and application hereof irrespective of the fact that any one or more sections, subsections, paragraphs, sentences, clauses, phrases, provisions, or applications may be declared invalid or unconstitutional.

6. **Effective Date.**

This Ordinance shall be effective from and after the date of second and final reading and adoption by Cayce City Council.

DONE IN MEETING DULY ASSEMBLED, this _____ day of _____ 2026.

Elise Partin, Mayor

Attest:

Kristen Hall, Municipal Clerk

First Reading: _____

Second Reading: _____

Approved as to form: _____

James Smith, City Attorney

Memorandum

To: Mayor and Council

From: Michael Conley, City Manager

Date: September 1, 2026

Subject: Second Reading of Ordinance 2026-07 to Rezone Property Located on Lybrand Street (Tax Map Number 005755-01-001) from M-1 (Light Industrial) to RS-4 (Single-Family, Small Lot)

Issue

The property owners, Thomas C. Manning et al., are requesting to rezone the property located on Lybrand Street (Tax Map Number 005755-01-001) from M-1 (Light Industrial) to RS-4 (Single-Family, Small Lot).

Discussion

The subject property is currently zoned M-1 (Light Industrial), which accommodates uses such as warehousing, distribution, processing, light manufacturing, and office uses. The property is located among other M-1 zoned parcels, as well as residential properties.

The applicant is requesting RS-4 zoning, which is intended for smaller single-family residential lots. The RS-4 district primarily allows single-family dwellings and duplexes, with conditional approval allowing townhomes and patio homes.

The property is located within the Transition Area (TA) designation of the Future Land Use Map (FLUM). While RS-4 is not specifically listed as a compatible district, it provides a similar small-scale residential development pattern to the RG-1 and RG-2 districts identified in the FLUM.

The Planning Commission held a public hearing on July 20, 2026. One member was absent. The Commission voted 3-3 on a motion to recommend approval, resulting in the motion failing due to a tie vote. Commissioners opposed to the request expressed concerns regarding density, compatibility with the surrounding area, and potential impacts of future development. One Commissioner stated that, based on concerns expressed by nearby residents opposing the rezoning, he felt it was appropriate to vote against the request. Commissioners supporting the request felt residential development would be a more appropriate use of the property than the existing light industrial zoning. Three members of the public spoke in opposition to the rezoning.

request, primarily expressing concerns that future development could negatively impact the surrounding area.

Recommendation

Staff recommends approval of the ordinance to rezone the property located on Lybrand Street (Tax Map Number 005755-01-001) from M-1 (Light Industrial) to RS-4 (Single-Family, Small Lot).

The Planning Commission's motion to recommend approval failed due to a tie vote of 3-3.

TMS Information

Last Updated: 07/22/2026

Note: Residential and commercial building data is limited to the first improvement only.

Property Information				
TMS	00575501001	Show Map	Print	
Tax Year:	2027			
Owner:	MANNING, THOMAS C ETALS			
Address:	4801 DURHAM RD WAKE FOREST NC 27587			
Property Address:	LYBRAND STREET			
Legal Description:	P/O TRACT 3			
Deed Book Page:	18287-163*			
Plat:	NOT-REF			
Land Use Code:	0002:RURAL - UNIMPROVED			
Tax District:	2C			
Assessment Information		Resid. Building Information		
Lots:	0	Above Grade SFLA		0
Acreage:	45.000	Unfinished Area		0
Taxable Land:		Year Built		0
Taxable Building:		Bedrooms		0
Assessment Land:		Full Baths		0
Assessment Building:		Half Baths		0
Total Taxable Value		Heating/Cooling		
Homestead Exempt:	No			
Legal Resident:	No			
Commercial Building Information				
Square Footage				
Year Built				
Sale Information				
Sale Date	Seller	Buyer	Price	BK-PG
04/07/2016	SHOCKLEY, ELIZA ETALS	MANNING, THOMAS C ETALS	1	18287-163*
12/30/2008	SHOCKLEY, ELIZA & MANNING, MARIANA T	SHOCKLEY, ELIZA ETALS	5	13314-340*
11/29/1983	TAYLOR, EDMUND R	SHOCKLEY, ELIZA & MANNING, MARIANA T	5	557-095*
01/19/1983	MANNING, THOMAS C ETALS	SHOCKLEY, ELIZA ETALS	5	557-082*
04/06/1968	TAYLOR, ELLEN E	SHOCKLEY, ELIZA ETALS	1	17C-95

STATE OF SOUTH CAROLINA)
COUNTY OF LEXINGTON)

IN THE PROBATE COURT

DEED OF DISTRIBUTION
(Real Property Only)
NOT A WARRANTY DEED

IN THE MATTER OF: ELIZA TAYLOR SHOCKLEY
(Decedent)

2011-ES-32-0012

The undersigned states as follows:

Decedent died on November 16, 2010; and probate of the Estate is being administered in the Probate Court for Lexington County, South Carolina, in File #2011-ES-32-0012.

I/We was/were appointed Personal Representative(s) on March , 2016.

Decedent owned real property described as follows:

SEE ATTACHED SCHEDULE

This transfer is made pursuant to:

- ☒ Decedent's Will
- ☐ Intestacy Statute: SCPC §62-2-103
- ☐ Private Family Agreement: SCPC §62-3-912
- ☐ Disclaimer by:
- ☐ Probate Court Order issued on
- ☐ Other:

In accordance with the laws of the State of South Carolina, the Personal Representative(s) does/do hereby release all of the Personal Representative's(s') right, title and interest, including statutory and/or testamentary powers, over the real property described to the beneficiaries named below:

Name: John S. Shockley
Address: 18 Barton Avenue
Minneapolis, MN 55414

Name: Ellen S. Story
Address: 16 Emerson Court
Amherst MA 01002

☐ An additional sheet is attached for names of additional beneficiaries (check, if applicable)

IN WITNESS WHEREOF the undersigned, as Personal Representative(s) of the above Estate, has executed this Deed of Distribution on February ____, 2016

Signed, Sealed and Delivered in presence of:

Bar N
Name:
Robert R. Shockley
Name:

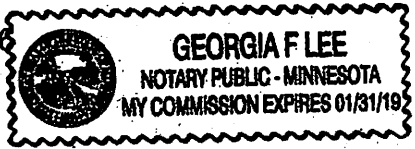
The Estate of Eliza Taylor Shockley
By its Personal Representative:
John S. Shockley (SEAL)
John S. Shockley

STATE OF MINNESOTA)
COUNTY OF HENNEPIN)

ACKNOWLEDGMENT

I, Georgia Lee, Notary Public, a notary for the State of Minnesota do hereby certify that John S. Shockley, as Personal Representative(s) of the Estate of Eliza T. Shockley, personally appeared before e this day and acknowledged the due execution of the foregoing Deed of Distribution.

Witness my hand and seal on February 17, 2016



(SEAL)

Notary Public for State of Minnesota
My Commission Expires: 1-31-19

Georgia Lee

Eliza Taylor Shockley Property

5755-01-001

all of decedent's interest being a one-half undivided interest in:

All that certain piece, parcel or lot of land, with the improvements thereon, containing 40.37 acres, more or less, situate, lying and being at the Northeastern side of the intersection of the northern boundary of the right of way of the Southern Railroad and the eastern boundary of the right of way for Interstate Highway No. 26, in the City of Cayce, County of Lexington, State of South Carolina, and being bounded on the North by land now or formerly of James E. Smith, et al, by lands now or formerly of John P. Faris, Jr., by Lybrand Street and by lot now or formerly of Marie C. Tobias; on the East by lots now or formerly of Brewer, of Hyatt, of Pate and of Chasteen, by Lybrand Street, by lots now or formerly of Thompson and of Tobias, by Rauton Street and by Rauton Street Extended; on the South by land now or formerly of the Southern railroad and on the west by the right of way of Interstate Highway No. 26.

DERIVATION: Derivation : Estate of George C. Taylor (Box 776, package 12, Lexington County Probate Court.)

5756-01-007

Already distributed (See Record Book 17477 at page 201)

5756-01-019

all of decedent's interest being a one-half undivided interest in:

All that certain piece, parcel or lot of land, with the improvements thereon, situate, lying and being approximately 208 feet east of Manley Street in the City of Cayce, County of Lexington, State of South Carolina, and described as beginning at a point where the southern boundary of South Carolina Electric and Gas Company power line right of way intersects the rear lot line of property now or formerly of Peeples; thence along the rear lot lines of property now or formerly of Peeples, of Boyce, of Priester and Fox to the Northern boundary of Ellen Street as shown on plat made for George C. Taylor by Covington & Keels, dated January 31, 1957 and recorded in Plat Book 42-G at page 179; thence in a westerly direction along the line formed by extending the northern boundary of Ellen Street to a point 40 feet east of the lot line of property now or formerly of Singletary, now of Smith; thence turning in a southerly direction along a line parallel to and 40 feet east of said property of Smith to the extension of Gantt Street, known as Commerce Drive; thence in a westerly direction along said Commerce Drive 40 feet to the point where the line of Smith intersects Commerce Drive thence in a Northerly direction along property of Smith and others to the southern boundary of the South Carolina Electric and gas Company right of way; thence along said right of way in an easterly direction to the point of beginning.

DERIVATION: Derivation : Estate of George C. Taylor (Box 776, package 12, Lexington County Probate Court.)

5799-01-011

all of decedent's interest being a 5.00% undivided interest in:

All that certain piece, parcel or lot of land, with the improvements thereon, situate, lying and being on the eastern side of the Seaboard Coast Line Railroad near its intersection with Taylor Road, in the County of Lexington, State of South Carolina and being shown and designated as Tract B-1 on plat of property surveyed for Dr. Edmund R. Taylor, et al, by B.P. Barber & Associates, Inc. dated July 15, 1981, and recorded in the Office of the Register of Deeds for Lexington County in Plat Book 190-G at page 13.

Derivation : Estate of George C. Taylor (Box 776, package 12, Lexington County Probate Court.)

5799-01-015

all of decedent's interest being a 5.00% undivided interest in:

All that certain piece, parcel or lot of land, with the improvements thereon, situate, lying and being on the southern side of Six Mile Creek in the County of Lexington, State of South Carolina and being described as beginning at a point in the run of Six Mile creek where this parcel adjoins Tract No. 3, then S01°33'33"F 1829.09 feet along the boundary of Tract 3 to an iron, then S85°53'02"W along property now or formerly of Otarre development Co. 11218.20 feet to an iron; thence S88°26'30" 181.85 feet along property now or formerly of Otarre to an iron, thence N01°33'30"W 1439.04 feet to a point in the run of Six Mile creek thence, along the run of the creek in an easterly direction to the point of beginning.

Derivation : Estate of George C. Taylor (Box 776, package 12, Lexington County Probate Court.

5756-03-012

All that certain piece, parcel or lot of land, with the improvements thereon, situate, lying and being near Pinewood Street near the City of Cayce, County of Lexington, State of South Carolina, and containing 2.37 acres, more or less, and being bounded on the North by now or formerly of James E. Smith Co, LLC, West by the right of way of Interstate Highway 26, south by now or formerly of Shockley and other and on the east by four lots which front on Pinewood Street.

Derivation : Estate of George C. Taylor (Box 776, package 12, Lexington County Probate Court.

City of Cayce
South Carolina

Planning Commission Zoning Map Amendment

Date Filed: 6-21-26

Request No: MAG02-26

Fec: \$228.00

Receipt No: _____

A zoning map amendment may be initiated by the property owner(s), Planning Commission, Zoning Administrator, or City Council. If the application is on behalf of the property owner(s), all owners must sign. If the applicant is not an owner, the owner(s) must sign the Designation of Agent section.

THE APPLICANT HEREBY REQUESTS that the property described as above be considered for rezoning from M1 Light Industrial to RS-4 Residential

The justification for this change is as follows; Given the nature of the surrounding land uses single-family and a Church, we feel that rezoning to single family residential will be more cohesive and in character with the adjacent neighborhood. As currently zoned, the light industrial land use would drive truck traffic through an existing residential neighborhood. Because of its adjacency to a neighborhood, the site is not commercially viable.

APPLICANT(S) [print]: Isaac H. Manning

Address: 2217 Windsor Place, Fort Worth, TX 76110

Telephone: 817-999-0225 [Business] _____

[Residence] Interest: Owner(s): x Agent of owner(s): x Other: _____

OWNER(S) [if other than Applicant(s)] : _____

Address: _____

Telephone: _____ [Business] _____ [Residence] _____

PROPERTY ADDRESS: Lybrand Street Lot _____ Block _____

Subdivision _____ Tax Map 005755-01- 001

No. _____ Plat Book _____ Page _____ Lot _____

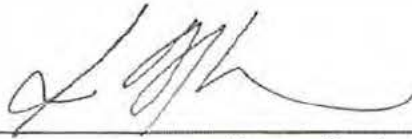
Dimensions: _____ Area: [sq. ft. or acreage] 45 acres

Deed restrictions/limitations on property: None

DESIGNATION OF AGENT [complete only if owner is not applicant]

I (we) hereby appoint the person named as Applicant as my (our) agent to represent me (us) in this request.

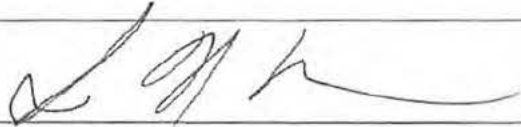
Date: 6/21/2026



Owner signature(s)

I (we) certify that to the best of my (our) knowledge that the information contained herein is accurate and correct.

Date: 6-1-2015



Applicant signature(s)

Official Use Only:

Property posted: LG MD By: 7-2-26

Published in Newspaper on: 7-2-26

PLANNING COMMISSION: 7-20-26

RECOMMENDATION: Tie vote; no affirmative recommendation of Approval

CITY COUNCIL [1st Reading] _____

ACTION: _____

CITY COUNCIL [Final Reading] _____

ACTION: _____

Notice to applicant sent on _____ advising of Councils action. If approved a statement to the effect that our zoning maps and records now reflect the new zoning of the property. If disapproved, the reasons for disapproval, a statement that any other request for rezoning on the same piece of property will not be accepted for a period of one (1) year from Councils action.

**City of Cayce
South Carolina
Planning Commission Zoning Map Amendment**

Date Filed: _____

Request No: _____

Fee: _____

Receipt No: _____

A zoning map amendment may be initiated by the property owner(s), Planning Commission, Zoning Administrator, or City Council. If the application is on behalf of the property owner(s), all owners must sign. If the applicant is not an owner, the owner(s) must sign the Designation of Agent section.

THE APPLICANT HEREBY REQUESTS that the property described as above be considered for rezoning from H1 Light Industrial to RS-4 Residential

The justification for this change is as follows; Given the nature of the surrounding land uses single-family and a Church, we feel that rezoning to single family residential will be more cohesive and in character with the adjacent neighborhood. As currently zoned, the light industrial land use would drive truck traffic through an existing residential neighborhood. Because of its adjacency to a neighborhood, the site is not commercially viable.

APPLICANT(S) [print]: Isaac H. ManningAddress: 2217 Windsor Place, Fort Worth, TX 76110Telephone: 817-999-0225

[Business] _____

[Residence] Interest: Owner(s): x Agent of owner(s): x Other: _____OWNER(S) [if other than Applicant(s)]: HOWARD E. MANNING JRAddress: 2103 MYRTLE AVE / PALMVIEW, NC 27608Telephone: 919-789-7301 [Business] _____ [Residence] _____PROPERTY ADDRESS: Lybrand Street

Lot _____ Block _____

Subdivision _____

Tax Map 005755-01-001

No. _____

Plat Book _____

Page _____

Lot _____

Dimensions: _____

Area: [sq. ft. or acreage] 45 ac resDeed restrictions/limitations on property: None

DESIGNATION OF AGENT [complete only if owner is not applicant]

I (we) hereby appoint the person named as Applicant as my (our) agent to represent me (us) in this request.

Date: 6/21/2025

*

4
* H E _____
Owner signature(s)

I (we) certify that to the best of my (our) knowledge that the information contained herein is accurate and correct.

Date: 6/21/2026

Applicant signature(s)

Official Use Only:
Property posted: July 2, 2026 By: LG, MD

Published in Newspaper on: July 2, 2026

PLANNING COMMISSION: 7-20-26

RECOMMENDATION: Tie Vote; no Affirmative recommendation or Approval

CITY COUNCIL [1st Reading] _____

ACTION: _____

CITY COUNCIL [Final Reading] _____

ACTION: _____

Notice to applicant sent on _____ advising of Councils action. If approved a statement to the effect that our zoning maps and records now reflect the new zoning of the property. If disapproved, the reasons for disapproval, a statement that any other request for rezoning on the same piece of property will not be accepted for a period of one (1) year from Councils action.

City of Cayce
South Carolina

Planning Commission Zoning Map Amendment

Date Filed: 6-21-26

Request No: MA-26-26

Fee: _____

Receipt No: _____

A zoning map amendment may be initiated by the property owner(s), Planning Commission, Zoning Administrator, or City Council. If the application is on behalf of the property owner(s), all owners must sign. If the applicant is not an owner, the owner(s) must sign the Designation of Agent section.

THE APPLICANT HEREBY REQUESTS that the property described as above be considered for rezoning from M1 Light Industrial to RS-4 Residential

The justification for this change is as follows; Given the nature of the surrounding land uses single-family and a Church, we feel that rezoning to single family residential will be more cohesive and in character with the adjacent neighborhood. As currently zoned, the light industrial land use would drive truck traffic through an existing residential neighborhood. Because of its adjacency to a neighborhood, the site is not commercially viable.

APPLICANT(S) [print]: Isaac H. Manning

Address: 2217 Windsor Place, Fort Worth, TX 76110

Telephone: 817-999-0225 [Business] _____

[Residence] Interest: Owner(s): x Agent of owner(s): x Other: _____

OWNER(S) [if other than Applicant(s)]: George Taylor Manning

Address: 1 N. Peachtree Place NW, Atlanta, GA 30305

Telephone: 404-783-1530 [Business] N/A [Residence] _____

PROPERTY ADDRESS: Lybrand Street Lot _____ Block _____

Subdivision _____ Tax Map 005755-01-001

No. _____ Plat Book _____ Page _____ Lot _____

Dimensions: _____ Area: [sq. ft. or acreage] 45 acres

Deed restrictions/limitations on property: None

DESIGNATION OF AGENT [complete only if owner is not applicant]

I (we) hereby appoint the person named as Applicant as my (our) agent to represent me (us) in this request.

Date: 6/18/2026

G. T. Manning

Owner signature

Owner signature(s)

I (we) certify that to the best of my (our) knowledge that the information contained herein is accurate and correct.

Date: 6/18/2026

[Signature]
[Signature]

Applicant signature(s)

Official Use Only:

Property posted: 7-2-26 By: LG, MO

Published in Newspaper on: 7-2-26

PLANNING COMMISSION: 7-20-26

RECOMMENDATION: Tie Vote; No affirmative recommendation of approval

CITY COUNCIL [1st Reading] _____

ACTION: _____

CITY COUNCIL [Final Reading] _____

ACTION: _____

Notice to applicant sent on _____ advising of Councils action. If approved a statement to the effect that our zoning maps and records now reflect the new zoning of the property. If disapproved, the reasons for disapproval, a statement that any other request for rezoning on the same piece of property will not be accepted for a period of one (1) year from Councils action.

7

City of Cayce
South Carolina
Planning Commission Zoning Map Amendment

Date Filed: 6-21-26

Request No: MA002-26

Fee: _____

Receipt No: _____

A zoning map amendment may be initiated by the property owner(s), Planning Commission, Zoning Administrator, or City Council. If the application is on behalf of the property owner(s), all owners must sign. If the applicant is not an owner, the owner(s) must sign the Designation of Agent section.

THE APPLICANT HEREBY REQUESTS that the property described as above be considered for rezoning from M1 Light Industrial to RS-4 Residential

The justification for this change is as follows; Given the nature of the surrounding land uses single-family and a Church, we feel that rezoning to single family residential will be more cohesive and in character with the adjacent neighborhood. As currently zoned, the light industrial land use would drive truck traffic through an existing residential neighborhood. Because of its adjacency to a neighborhood, the site is not commercially viable.

APPLICANT(S) [print]: Isaac H. Manning

Address: 2217 Windsor Place, Fort Worth, TX 76110

Telephone: 817-999-0225 [Business] _____

[Residence] Interest: Owner(s): x Agent of owner(s): x Other: _____

OWNER(S) [if other than Applicant(s)]: Thomas C. Manning

Address: 4030 Cardinal at North Hills St Apt 104 Raleigh, NC 27609

Telephone: 919-971-0537 [Business] _____ [Residence] _____

PROPERTY ADDRESS: Lybri and Street Lot _____ Block _____

Subdivision _____ Tax Map 005755-01-001

No. _____ Plat Book _____ Page _____ Lot _____

Dimensions: _____ Area: [sq. ft. or acreage] 45 acres

Deed restrictions/limitations on property: None

DESIGNATION OF AGENT [complete only if owner is not applicant]

I (we) hereby appoint the person named as Applicant as my (our) agent to represent me (us) in this request.

Date: 6/21/26

TC Manning

J C Man
Owner signature(s)

I (we) certify that to the best of my (our) knowledge that the information contained herein is accurate and correct.

Date: 6/21/26

[Signature]
Applicant signature(s)

Official Use Only:

Property posted: 7-2-26 By: LG, MD

Published in Newspaper on: 7-2-26

PLANNING COMMISSION: 7-20-26

RECOMMENDATION: Tie Vote; No affirmative recommendation of approval

CITY COUNCIL [1st Reading] _____

ACTION: _____

CITY COUNCIL [Final Reading] _____

ACTION: _____

Notice to applicant sent on _____ advising of Councils action. If approved a statement to the effect that our zoning maps and records now reflect the new zoning of the property. If disapproved, the reasons for disapproval, a statement that any other request for rezoning on the same piece of property will not be accepted for a period of one (1) year from Councils action.

9

City of Cayce
South Carolina

Planning Commission Zoning Map Amendment

Date Filed: 6-21-26

Request No: MA002-26

Fee: _____

Receipt No: _____

A zoning map amendment may be initiated by the property owner(s), Planning Commission, Zoning Administrator, or City Council. If the application is on behalf of the property owner(s), all owners must sign. If the applicant is not an owner, the owner(s) must sign the Designation of Agent section.

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APPLICANT(S) [print]: Isaac H. Manning

Address: 2217 Windsor Place, Fort Worth, TX 76110

Telephone: 817-999-0225 [Business] _____

[Residence] Interest: Owner(s): x Agent of owner(s): x Other:

OWNER(S) [if other than Applicant(s)]: John S Shockey

Address: 18 Barton Ave, S.E., Minneapolis, MN 55414

Telephone: 612-382-5334 [Business] 612-382-5334 [Residence]

PROPERTY ADDRESS: Lybrand Street Lot: _____ Block: _____

Subdivision: _____ Tax Map 005755-01-001

No. _____ Plat Book _____ Page _____ Lot _____

Dimensions: _____ Area: [sq. ft. or acreage] 45 acres

Deed restrictions/limitations on property: None

DESIGNATION OF AGENT [complete only if owner is not app! cant]

I (we) hereby appoint the person named as Applicant as my (our) agent to represent me (us) in this request.

Date: June 17, 2026

John S. Shockey
Owner signature(s)

I (we) certify that to the best of my (our) knowledge that the information contained herein is accurate and correct.

Date: 6/21/2016

[Signature]
Applicant signature(s)

Official Use Only:
Property posted: 7-2-26 By: LG MD

Published in Newspaper on: 7-2-26

PLANNING COMMISSION: 7-20-26

RECOMMENDATION: Tie Vote; no affirmative recommendation & Approval

CITY COUNCIL [1st Reading] _____

ACTION: _____

CITY COUNCIL [Final Reading] _____

ACTION: _____

Notice to applicant sent on _____ advising of Councils action. If approved a statement to the effect that our zoning maps and records now reflect the new zoning of the property. If disapproved, the reasons for disapproval, a statement that any other request for rezoning on the same piece of property will not be accepted for a period of one (1) year from Councils action.

City of Cayce
South Carolina

Planning Commission Zoning Map Amendment

Date Filed: 6-21-26

Request No: MA002-26

Fee: _____

Receipt No: _____

A zoning map amendment may be initiated by the property owner(s), Planning Commission, Zoning Administrator, or City Council. If the application is on behalf of the property owner(s), all owners must sign. If the applicant is not an owner, the owner(s) must sign the Designation of Agent section.

THE APPLICANT HEREBY REQUESTS that the property described as above be considered for rezoning from MA Light Industrial to RS-4 Residential

The justification for this change is as follows; Given the nature of the surrounding land uses single-family and a Church, we feel that rezoning to single family residential will be more cohesive and in character with the adjacent neighborhood. As currently zoned, the light industrial land use would drive truck traffic through an existing residential neighborhood. Because of its adjacency to a neighborhood, the site is not commercially viable.

APPLICANT(S) [print]: Isaac H. Manning

Address: 2217 Windsor Place, Fort Worth, TX 76110

Telephone: 817-999-0225

[Business] _____

[Residence] Interest: Owner(s): x Agent of owner(s): x Other: _____

X OWNER(S) [if other than Applicant(s)]: ELLEN TAYLOR SHOCKLEY STORY

X Address: 16 EMERSON CT, AMHERST, MA 01002

X Telephone: 413-256-6300 [Business] _____ [Residence] _____

PROPERTY ADDRESS: Lybrand Street Lot _____ Block _____

Subdivision _____ Tax Map 005755-01-001

No. _____ Plat Book _____ Page _____ Lot _____

Dimensions: _____ Area: [sq. ft. or acreage] 45 acres

Deed restrictions/limitations on property: None

DESIGNATION OF AGENT [complete only if owner is not applicant]

I (we) hereby appoint the person named as Applicant as my (our) agent to represent me (us) in this request.

X Date: 6/18/26

Ellen Story (Taylor Shockley)

Approved
6/21/2026

[Signature]

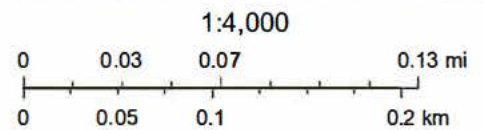
Rezoning Request MA002-26



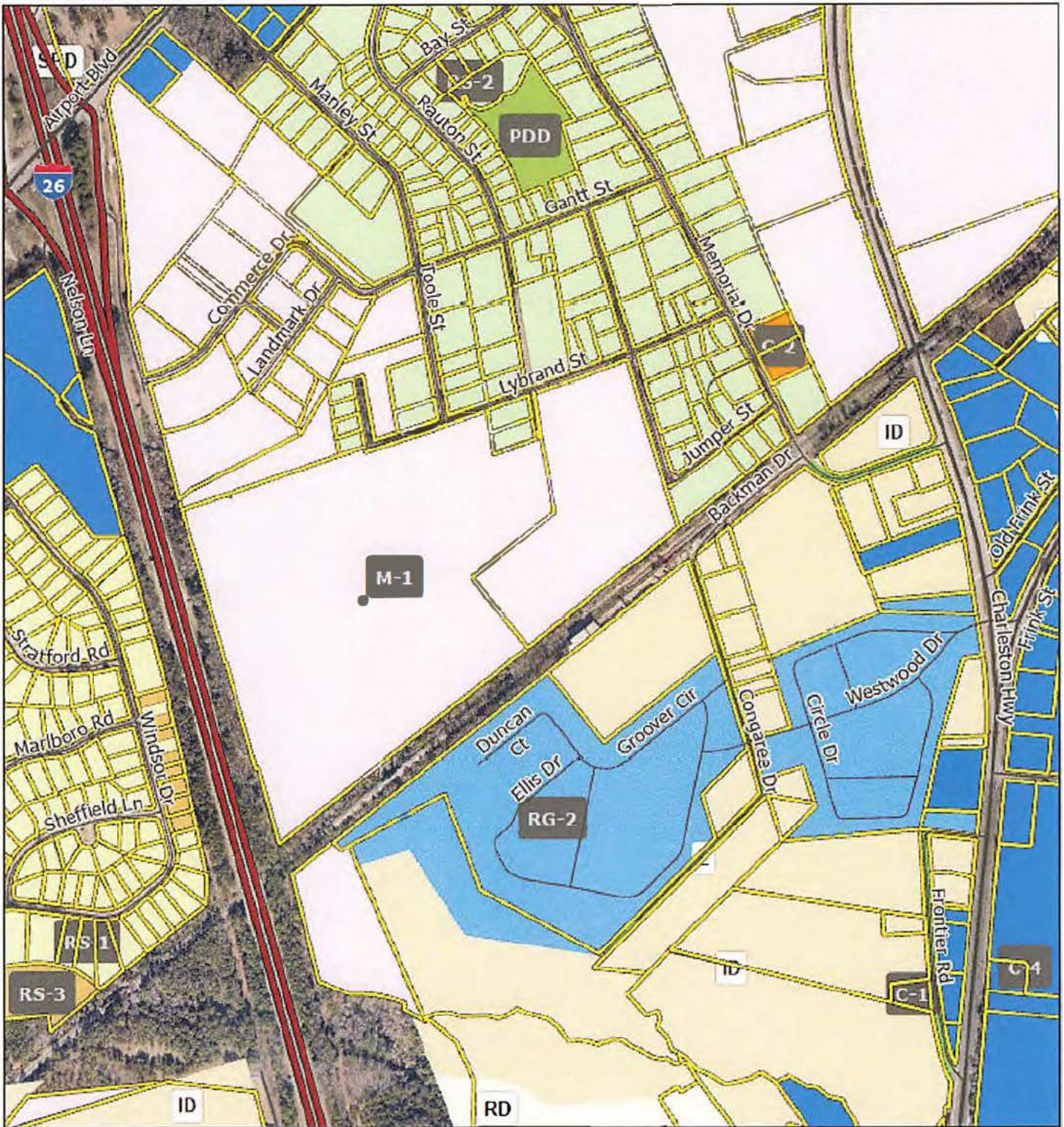
7/14/2026, 9:41:30 AM

Roads

-  Local
-  Limited Access Highway
-  Parcels

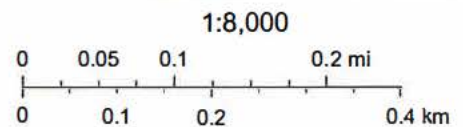


Current Zoning

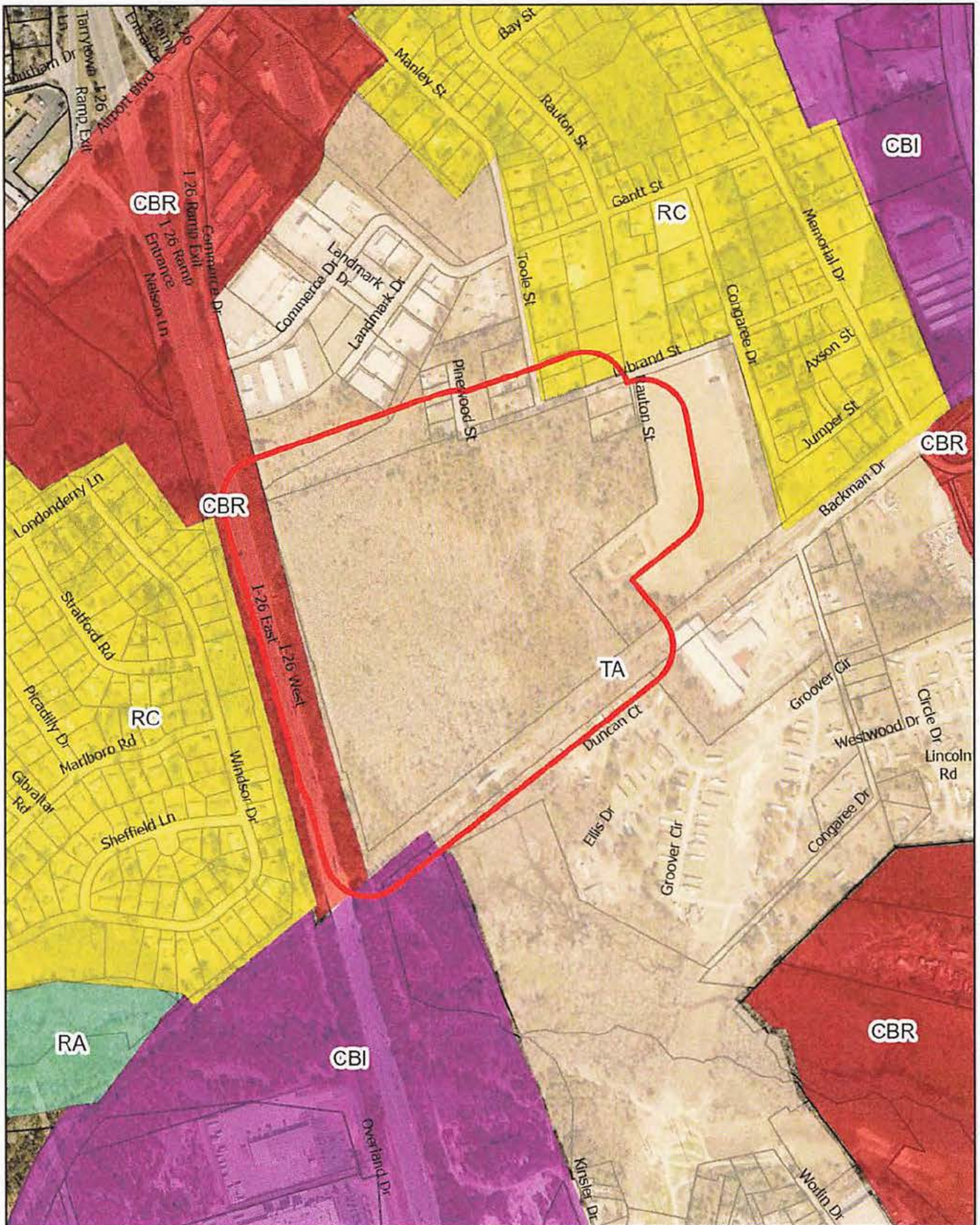


7/14/2026, 5:17:43 PM

- | | |
|--------------------------|-------------------------------------|
| Roads | Cayce Zoning |
| — Arterial | RS-1 Single Family, Large Lots |
| — Local | RS-2 Single Family, Medium Lots |
| — Limited Access Highway | RS-3 Single Family, Small Lots |
| — Parcels | RG-2 General Residential, High Rise |
| | C-1 Office / Institutional |



Future Land Use Map (FLUM)



State of South Carolina	)	ORDINANCE 2026-07
	)	
County of Lexington	)	Amending the Zoning Map and Rezoning
	)	Property Located on Lybrand Street
City of Cayce	)	(Tax Map Number 005755-01-001)

WHEREAS, the Owner/Applicant requested that the City of Cayce amend the Zoning Map to re-designate the subject property located at Lybrand Street (Tax Map Number 005755-01-001), from M-1 (Light Industrial) to RS-4 (Single Family, Small Lots), and

WHEREAS, the Planning Commission held a public hearing on this request to receive comments from the public and adjacent property owners, and

WHEREAS, the Planning Commission met on July 20, 2026, to receive public comments and vote on whether to recommend the rezoning request, and

WHEREAS, the Planning Commission's 3-3 vote on a motion to recommend approval resulted in the motion failing and no affirmative recommendation of approval;

WHEREAS, the City Council has considered the rezoning request, the recommendation of the Planning Commission, public comments received, and all applicable information related to the property;

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the City of Cayce, in Council duly assembled, that the property hereinafter described and shown on the attached sketch is hereby rezoned and reclassified on the Zoning Map of the City of Cayce as RS-4.

Tax Map Number 005755-01-001
Unnumbered Lybrand Street

This Ordinance shall be effective from the date of second reading approval by Council.

DONE IN MEETING DULY ASSEMBLED, this _____ day of _____ 2026.

Elise Partin, Mayor

Attest:

Kristen Hall, Municipal Clerk

First Reading: _____

Second Reading: _____

Approved as to form: _____

James Smith, City Attorney

Rcvd 4/15/26

Beautification Foundation

ITEM VII. A.



City of Cayce Potential Member Application

Application for committees, boards and commissions within the City of Cayce

Date

4/15/2026

Name

Dana Bailey

Home Address

[REDACTED]

Phone

[REDACTED]

Email

[REDACTED]

Are you a resident of Cayce?

Yes

Number of Years

26

Do you have a business in Cayce?

No

Number of Years

On which Board, Commission or Foundation are you interested in serving*? Information on each can be found at caycesc.boards.

Cayce Beautification Foundation

Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation?

No

If yes, specify below:

The applicant acknowledges that he or she is aware that a City of Cayce records check will be performed by the Cayce Police Department and that information could be public.

Yes

Work Address

[REDACTED]

Phone

[REDACTED]

Email

[REDACTED]

Work Experience

Educator for 30 years

Educational Background

Masters +30

Membership Information (Professional, Neighborhood and/or Civic Organizations) Volunteer Work

and/or Hobbies:

I am a member of the Woman's Club of Cayce.

Please answer the following questions as thoroughly as possible for the indicated committee:

Why do you want to serve on a City of Cayce Board, Commission or Foundation?

I want to serve on the Beautification Foundation for personal growth and help make an impact in Cayce.

What specific contributions do you hope to make?

I am interested in contributing my time and effort to projects that enhance the community's appearance and promote pride among residents.

What community topics concern you that relate to this Board, Commission or Foundation?

What experience/training do you have for this particular Board?

While I do not have experience, I look forward to the opportunity to grow, serve, and make a positive and lasting impact in our community.

**For additional information please contact Mendy Corder at 803-550-9557 or email
mcorder@caycesc.gov**

**CITY OF CAYCE
COMMITTEE MEMBER REAPPOINTMENT APPLICATION**

Planning Commission

Name: Danny CREAMER
Home Address: [REDACTED] City, State, Zip CAYCE, SC 29033
Telephone: [REDACTED] E-Mail Address [REDACTED]
Resident of Cayce: ☒ Yes ☐ No Number of Years 7+

Please check the Committee for which you are applying for reappointment:

- | | | |
|--|--|---|
| ☐ Accommodations Tax Committee | ☐ Beautification Board | ☐ Event Committee |
| ☐ Cayce Housing Authority | ☐ Museum Commission | ☒ Planning Commission |
| ☐ Consolidated Board of Appeals | ☐ Board of Zoning Appeals | |

Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation? ☐ Yes ☒ No **If yes, specify below:**

Work Address

Company: P.T. INTERPRISE Position DRIVER
Address: _____
City, State, Zip _____ Telephone: _____
Fax: _____ E-Mail _____

Work Experience: Retired Jim Hudson CADILLAC-GMC
SERVICE DEPT.

Educational Background: GRADUATE Brookland - Cayce

Membership Information (Professional, Neighborhood and/or Civic Organizations):

Volunteer Work: _____

Hobbies: SEVERAL

Return to:
Kristen Hall, Municipal Clerk
City of Cayce, P.O. Box 2004, Cayce, SC 29171-2004
Telephone: 803-550-9557 • Fax: 803-796-9072 • khall@cityofcayce-sc.gov



CITY OF CAYCE
COMMITTEE MEMBER REAPPOINTMENT APPLICATION

PUBLIC SAFETY FOUNDATION

Name: Pamme L Eades
Home Address: [REDACTED] City, State, Zip Cayce SC 29033
Telephone: [REDACTED] E-Mail Address [REDACTED]
Resident of Cayce: ☒ Yes ☐ No Number of Years 16

Please check the Committee for which you are applying for reappointment:

- | | | |
|--|--|--|
| ☐ Accommodations Tax Committee | ☐ Beautification Board | ☐ Event Committee |
| ☐ Cayce Housing Authority | ☐ Museum Commission | ☐ Planning Commission |
| ☐ Consolidated Board of Appeals | ☐ Board of Zoning Appeals | |

Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation? ☐ Yes ☒ No If yes, specify below:

Work Address

Company: South State Bank Position Digital Resolutions Team Lead
Address: [REDACTED]
City, State, Zip Columbia SC 29201 Telephone: [REDACTED]
Fax: _____ E-Mail pamme.eades@southstatebank.com
Work Experience: Digital Support, Risk Managment, Bank Front Line trainer

Educational Background: BA in Journalism, MA in Art History

Membership Information (Professional, Neighborhood and/or Civic Organizations):
Cayce Avenues Association

Volunteer Work: Woman's Club of Cayce

Hobbies: Reading; basket making

Return to:
Kristen Hall, Municipal Clerk
City of Cayce, P.O. Box 2004, Cayce, SC 29171-2004
Telephone: 803-550-9557 • Fax: 803-796-9072 • khall@cityofcayce-sc.gov



CITY OF CAYCE
COMMITTEE MEMBER REAPPOINTMENT APPLICATION

Standard Technical Codes Board of Appeals

Name: Frank Dedmon

Home Address: [REDACTED] City, State, Zip Cayce SC 29033

Telephone: [REDACTED] E-Mail Address [REDACTED]

Resident of Cayce: ☒ Yes ☐ No Number of Years 16

Please check the Committee for which you are applying for reappointment:

- | | | |
|--|---|--|
| ☐ Accommodations Tax Committee | ☐ Beautification Board | ☐ Event Committee |
| ☐ Cayce Housing Authority | ☐ Museum Commission | ☐ Planning Commission |
| ☐ Consolidated Board of Appeals | ☒ Board of Zoning Appeals | |

Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation? ☐ Yes ☒ No If yes, specify below:

Work Address

Company: Midlands Maintenance & Construction Position Owner

Address: [REDACTED]

City, State, Zip Cayce SC 29033 Telephone: [REDACTED]

Fax: [REDACTED] E-Mail [REDACTED]

Work Experience: 30 years of experience working in construction.

Educational Background: BA in History and Psychology from Clemson. SC Residential Builders License, Plumbing License.

Membership Information (Professional, Neighborhood and/or Civic Organizations):
Board of Zoning Appeals.

Volunteer Work: _____

Hobbies: Gardening, Travel and Art.

Return to:
Kristen Hall, Municipal Clerk
City of Cayce, P.O. Box 2004, Cayce, SC 29171-2004
Telephone: 803-550-9557 • Fax: 803-796-9072 • khall@cityofcayce-sc.gov

CAYCE BEAUTIFICATION FOUNDATION MINUTES

Council Chambers | June 8, 2026 | 5:30 pm

Present: Barbara Lawson, Jennifer Hutton, Debra Carter, Laura Scaggs, Alice Rose, Eric Shealy, Kelly King, Wesley Crosby, Ross Shealy, Christy Corley, Blair Layman, Johnny Dillard.

Call to Order: The meeting was called to order by Barbara at 5:29 pm

Approval of March Minutes: The May 2026 minutes were reviewed. (M) Debra made the motion to approve the minutes. Kelly seconded the motion, which carried unanimously.

Discussions: Unless otherwise indicated, no motions were made or votes taken during the discussions identified below:

- a. Treasurer's Report. Laura presented the treasurer's report.
- b. Blossom Street Bridge Project. Eric is waiting to hear back from shipper in Florida. Trees are coming from North Carolina. Looking at September to plant everything.
- c. Barbara thanked everyone who helped update the plants in the Bank of America planters.
- d. Beautification Dinner – Tentatively to be held at Still Hopes on October 1st. Discussed possibly of asking Tokoyo Joe to perform at the dinner. Discussed the possibly of having a photographer at the dinner.
- e. 2 Q Business Award. George Robert's State Street will receive the 2 Q Business Award. Ross (M), Eric seconded the motion, which carried unanimously. Debra will confirm when award can be presented.

Closing Remarks: Barbara gave closing remarks and adjourned the meeting.

Meeting Adjourned at 5:53 PM.

Cayce Historical Museum Commission

July 1, 2026

Meeting Minutes

The July 1, 2026, meeting of the Cayce Historical Museum Commission (CMHC) was held in the Cayce Visitors Center (CVC) of the Cayce Historical Museum (CHM). Chair Hayden convened the meeting at 5:06pm. The following individuals attended the meeting:

Name	Status
Marcy Hayden	Chair
Pamela Sulton	Vice-Chair
Chris Tenny	Secretary
James Stewart	Commissioner
Archie Moore	Commissioner
Charlita Earle	Commissioner (absent)
Keith Stephenson	Commissioner (absent)
David Brinkman	Commissioner
Kasey Lawson	Commissioner
Andy Thomas	Cayce Museum Curator
Elizabeth Lumsden	Cayce Museum Communications Assistant

Upcoming Programs & Events:

- July 15, 2026: USC Students Visit/Lexington County Program
- July 30, 2026 at 6pm: J.R. Fennell, Director of the Lexington County Museum, will present on the Revolutionary War in Lexington County
- August 20, 2026 at 6pm: Rodger Winn presenting on heirloom vegetables from the Midlands
- Time TBD on August 22, 2026 (tentative): Genealogy Workshop
- September 24, 2026 at 6:00pm: Archie Moore, former mayor and present CHMC commissioner, will present “Memoirs of Growing up in Cayce”
- November 21, 2026 at time TBD: Native American History event
- December 5, 2026 from 6pm to 9pm: Christmas Open House

Invocation: Vice-Chair Sulton

Opening Remarks:

Chair Hayden opened the meeting with remarks. She began observing that the busy season for CHMC events and planning would be beginning soon and noted that the year was half way over.

June 2026 Meeting Minutes:

Following a review of the minutes from the last meeting, Vice-Chair Sulton made a motion to approve them. Commissioner Lawson seconded the motion. The CHMC unanimously voted to approve the minutes, pending corrections made.

Staff Report:

Mr. Thomas provided the staff report. (Mr. Thomas' comments from the staff report will be denoted with parentheses labelling it a staff report comment, such as "(staff report)", and other comments from CHMC meeting will be included without parentheses.*

Mr. Thomas discussed past museum events. He mentioned the Juneteenth event and its static display in the basement of the Cayce Historical Museum (CHM) and the traditional African dancers and drummers who performed on the front porch (staff report). Vice-Chair Sulton added emphasis on the event's educational benefit to the public, notably on expanding knowledge about African-American in the Revolutionary War. Chair Hayden commended the format (upstairs performative demonstrations and downstairs educational exhibits). Commissioner Stewart noted that the trees around the CHM, specifically the magnolia, would grow to provide more shade for the summer event in years to come.

Mr. Thomas stated he had sent the draft text for the 250th Anniversary of the Revolutionary War exhibit section on African-Americans to Ramon Jackson at the South Carolina State Museum. Dr. Jackson is a scholar of African-American history in South Carolina (staff report). (See below for further discussion on the Revolutionary War exhibit.)

Upcoming Events:

The CHMC discussed the planned lecture series; a meeting for planning the series may occur in August.

Mr. Thomas reported that he met with Bill Harris, Chris Judge, and Nancy Basket to discuss the Catawba pottery exhibit. He noted the next meeting would be on August 26. Chair Hayden recommended to consult with Elizabeth Harris for grant writing and exploring exhibit funding channels. She also acknowledged the need to consult with archaeologist David Anderson about the Ayers pottery.

Mr. Thomas thanked Vice-Chair Sulton for volunteering her assistance with managing a visitor group of USC students on July 15, 2026 at the Cayce Historical Museum (CHM) while museum staff is also hosting a program at the Lexington County Library.

Mr. Thomas added that he will present with J.R. Fennell, Director of the Lexington County Museum, on the topic of the Revolutionary War in Cayce on July 30 at 6pm at the CHM.

Mr. Thomas stated that Rodger Winn will present on heirloom vegetable on August 20 at 6pm at the CHM. This event, if confirmed, may occur in August as there is a need for an event for this month. Chair Hayden recommended Nancy Basket, Cherokee artist and educator, as a potential guest presenter for November and also recommended Josh Shumak, Native American artist and Native American Affairs Coordinator for the South Carolina Commission for Minority Affairs, as another guest presenter for future events.

Mr. Thomas stated the Genealogy workshop is to occur on August 22 at the CHM. He noted it would be a mini-conference format from 9am to 3pm.

Commissioner Stewart added that October 2 was tentatively selected for Archaeology Field Day.

Mr. Thomas stated that Archie Moore, former mayor of Cayce, will present a memoir on living and working in Cayce for much of his adult life.

Mr. Thomas stated that Roger Stroup, former Director of the South Carolina Department of Archives and History, will present about the South Carolina State Fair on October 8 at 6pm at the CHM.

Mr. Thomas noted the Cayce Historical Museum will hold a Native American program on November 21.

Chair Hayden called attention to the Christmas Open House event on December 5 from 6pm to 9pm. She stated that a meeting for planning the event may occur in August.

CHMC Discussion of Draft Revolutionary War Exhibit Text:

The sub-committee on this matter did not have a need to provide an update on it, citing concerns on meeting duration and condensing comments in consideration of forthcoming revised exhibit text sections.

Mr. Thomas stated he would, after completing the section on women in the Revolutionary war, connect with Chair Hayden for an outline of the Native American involvement during the historical event.

Mr. Thomas mentioned that the section on women involvement had roughly doubled in content. He observed discussion of the Stanley letters about the Tateman-Corley wedding and a receipt of a woman named Ms. Howell who sold corn to the patriots.

Mr. Thomas reported that the section on African-American involvement he sent to Dr. Jackson for review included discussion of Sumter's law. He noted he was still searching for additional information about African-Americans that were drafted into service during the war, such as exploring George Washington's archives and researching Dean Hunt's hypothesis about

Historic Preservation Ordinance in Cayce:

Meeting time was limited for a discussion on historic preservation in Cayce. Commissioner Stewart described how the commission should coordinate the planning of historic preservation policy in the city with the on-going development of a municipal unified code, which among its revisions may include updates to zoning. Commissioner Stewart added that a parallel timeline, for historic preservation and the unified code, of CHMC engagement with elected council members and city administrators would be an efficient process. Secretary Tenny suggested studying a neighborhood or locale as an opportunity to present a case-study of how a historic district, for example, could be surveyed and defined (or, in the fashion of an “area character appraisal” for identifying character-defining attributes to the built environment of a test historic area). Chair Hayden recommended a private meeting with council to discuss this subject in early 2027 (January would be ideal)..

Sub-Committees:

The sub-committees did not have the need to provide an update.

Vice-Chair Sulton noted the African-American sub-committee will have its next meetings on July 18 (she noted this date was likely incorrect because it is a Saturday - correction pending), August 18, and September 15 at 4:30pm.

Open Discussion:

Mr. Thomas commented that the CHMC should begin planning on future advertisements. He noted that there was potential for next year’s budget to include funds for advertisements but clarified that generally in the past funds have not been spent on advertising.

Commissioner Stewart recommended the CHM subscribe to a platform called “CiviCRM”, which historic preservation organizations use to manipulate and interact with contact lists, manage events, generate content, and run statistical analyses to improve marketing and operations. .

Vice-Chair Sulton added that she had contacted radio stations to advertise for the Juneteenth event. She emphasized that there should be a standardized process for advertising events; one that could be replicated for all events to improve the event coordination.

Chair Hayden recommended compiling the calendar of CHM events onto an “EventBrite” account which would allow the public to quickly notice the museum’s events amongst other community events, using a popular platform for identifying events.

Commissioner Stewart recommended the CHM subscribe to a professional-level Instagram account. He advised that the statistical analytics, including social media engagement analysis, is a helpful tool to tracking how effective advertisements may be and how interested viewers are in the content. Commissioner Lawson concurred and also recommended “SignUpGenius” as a tool for assisting with volunteer recruitment.

Chair Hayden suggested the CHMC hold a workshop on social media and advertising planning. Vice-Chair Sulton acknowledged that this should occur soon because the new fiscal year had just started (the fiscal year began the day of this meeting).

Following discussion of the CHM budget, Commissioner Stewart stated that the CHM should exhaust funds every fiscal year that would not be carried forward. For example, printing funds that remain at or near the end of the fiscal year could be spent on printed advertisements. He observed that ensuring that funds were used, when possible, would support the CHM requesting additional funds for future budgets.

Additional Items:

The Mary Boykin chapter of the United Daughters of the Confederacy provided a letter describing their community involvement and prior engagement with the museum to address their request to be a “friend” of the museum. Responding to the provided Chair Hayden recommended researching the organization’s background and mission to assess how it aligns with the Cayce Historical Museum. Commissioner Stewart observed that, as with any other membership application and reservation to use facilities, Cayce Historical Museum Curator Thomas had discretion.

Adjournment:

With no additional items on the agenda, Chair Hayden called for a motion to adjourn the meeting. Commissioner Stewart motioned to adjourn and Vice-Chair Sulton seconded the motion. The CHMC unanimously voted to adjourn the meeting at:

6:26 PM.

Memorandum

To: Mayor and Council

From: Michael Conley, City Manager

Date: September 1, 2026

Subject: First Reading of Ordinance 2026-08 to establish procedures and rules for Business License Tax Assessments and Appeals and Designating the City Manager as Hearing Officer

Issue

Consideration of Ordinance 2026-08 establishing procedures and rules for business license tax assessments and appeals and designating the City Manager as the City's Hearing Officer for such appeals.

South Carolina Code § 6-1-410 authorizes a taxing jurisdiction's governing body to hear an appeal of a business license tax final assessment or to designate an appeals officer or appeals board to hear and determine the appeal. Ordinance 2026-08 establishes the City's process for handling these assessments and appeals and designates the City Manager as the Hearing Officer.

Discussion

Ordinance 2026-08 establishes a formal process for businesses to request review of a business license tax assessment and, if necessary, appeal a final assessment.

The ordinance provides a multi-step process beginning with a notice of assessment. A taxpayer has 30 days from the date of postmark or personal service to submit a written request for adjustment. The City and taxpayer would then participate in an informal conference within 15 days of the City's receipt of a timely request.

Following the informal conference, the License Official will issue a final assessment within five days. A taxpayer wishing to appeal the final assessment must file a completed appeal form within 30 days and pay under protest at least 80% of the business license tax based on the final assessment.

The City Manager would serve as the Hearing Officer for perfected appeals. The Hearing Officer would conduct the hearing, rule on procedural and evidentiary matters, make findings of fact

and conclusions of law, and issue a written final decision. The ordinance provides that the Hearing Officer may not amend the City's Business License Program, waive taxes or penalties except as authorized by law, or exercise legislative authority reserved to City Council.

The ordinance also provides procedures for conducting the appeal hearing, including the presentation of evidence, testimony and cross-examination of witnesses, applicable evidentiary rules, and the recording of the hearing. The hearing will generally be open to the public, with confidential gross-receipts information and other legally exempt information handled in camera as required by law.

Following the hearing, the Hearing Officer will issue a written decision stating the basis for the decision, findings of fact, and conclusions of law. The taxpayer retains the right to seek further review before the South Carolina Administrative Law Court.

The ordinance preserves City Council's authority to amend or repeal the procedures and allows Council, when lawfully appropriate, to hear a direct business license tax appeal rather than proceeding through the Hearing Officer.

Recommendation

Staff recommends approval of Ordinance 2026-08 establishing procedures and rules for business license tax assessments and appeals and designating the City Manager as the City's Hearing Officer for such appeals.

Adoption will provide the City with a consistent and clearly defined administrative process for handling business license tax assessment appeals while providing taxpayers with established procedures, deadlines, hearing rights, and further appeal rights.

State of South Carolina	)	ORDINANCE 2026-08
	)	
County of Lexington	)	
	)	
City of Cayce	)	

AN ORDINANCE OF THE CITY OF CAYCE ESTABLISHING PROCEDURES AND RULES FOR BUSINESS LICENSE TAX ASSESSMENTS AND APPEALS; DESIGNATING THE CITY MANAGER AS THE HEARING OFFICER FOR SUCH APPEALS; AND PROVIDING FOR RELATED MATTERS

WHEREAS, the City Council of the City of Cayce (the “**Council**”) is authorized to administer and collect business license taxes and to prescribe procedures for assessment and appeal consistent with applicable law; and

WHEREAS, [S.C. Code § 6-1-410](#) authorizes a taxing jurisdiction council to hear an appeal of a business-license-tax final assessment or to designate an appeals officer or appeals board to hear and determine the appeal; and

WHEREAS, Council finds that designating the City Manager as the City’s Hearing Officer will provide an orderly and efficient administrative process for the adjudication of business license tax assessment appeals;

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the City of Cayce, in Council, duly assembled, as follows:

Section 1. Purpose; Authority; Construction.

1. This Ordinance establishes the procedures and rules governing City of Cayce business license tax assessments and appeals (the “**Business License Appeal Procedures**”).
2. The Business License Appeal Procedures shall be read together with [S.C. Code §§ 6-1-400 through 6-1-420](#), as amended, and the City’s business license ordinance and program (collectively, the “**Business License Program**”).
3. If a provision of this Ordinance conflicts with controlling state law, state law controls to the extent of the conflict.

Section 2. Definitions.

For purposes of this Ordinance:

1. **Business** has the meaning assigned in the Business License Program.
2. **City** means the City of Cayce, South Carolina.
3. **Council** means the City Council of Cayce, the governing body of the City.
4. **Hearing Officer** means the City Manager, appointed by Council in Section 3 of this Ordinance to hear and determine appeals from final business license tax assessments. The Hearing Officer may obtain legal advice from the City Attorney or other counsel designated by the City for administration of a proceeding, provided that the Hearing Officer's decision remains independent and based solely on the record developed in the appeal.
5. **License Official** has the meaning assigned in the Business License Program and includes the officer, employee, or agent designated by the City as having primary responsibility for business licensing.
6. **Taxpayer** means an individual, firm, partnership, limited liability partnership, limited liability company, corporation, trust, estate, association, or company acting, or authorized to act, for a Business.

Section 3. Appointment of City Manager as Hearing Officer.

1. **Appointment.** Council hereby appoints the City Manager, in the City Manager's official capacity, as the City's designated appeals officer and Hearing Officer for business license tax assessment appeals under [S.C. Code § 6-1-410](#) and this Ordinance.
2. **Scope of Appointment.** The Hearing Officer shall conduct appeal hearings, rule on procedure and evidence, make findings of fact and conclusions of law, and issue the City's written final decision on each appeal in accordance with this Ordinance and applicable law. This appointment does not authorize the Hearing Officer to amend the City's Business License Program, waive taxes or penalties except as authorized by law, or exercise legislative authority reserved to Council.

3. **Recusal; Alternate Appointment.** If the City Manager has a personal, financial, or other conflict that reasonably calls the City Manager's impartiality into question in a particular appeal, the City Manager shall recuse. Council may appoint an alternate appeals officer for that appeal by resolution or other lawful Council action. Until an alternate is appointed, any deadline may be continued by written agreement of the City and the Taxpayer as permitted by law.
4. **Council Authority Preserved.** Council retains authority to amend, repeal, replace, or otherwise modify this appointment and these procedures by ordinance, subject to applicable law.

Section 4. Assessment and appeal process.

1. **Notice of Assessment.** If a Taxpayer fails or refuses to pay a business license tax by May 1 of an applicable business license tax year, or by another applicable statutory due date, the License Official may serve a notice of assessment on the Taxpayer by mail or personal service.
2. **Request for Adjustment.** Within thirty (30) days after the date of postmark or personal service of the notice of assessment, the Taxpayer may submit a written request for adjustment stating the reasons supporting the request.
3. **Informal Conference.** Within fifteen (15) days after the City receives a timely request for adjustment, the License Official and the Taxpayer shall hold an informal conference.
 - (a) Neither the Taxpayer nor the License Official may audio-record or video-record the informal conference.
 - (b) There is no right to compulsory disclosure of documents by subpoena for purposes of the informal conference.
 - (c) The informal conference is not a public hearing and is not open to the public.
 - (d) The Taxpayer may be accompanied or advised by an attorney, accountant, or other representative. The License Official may be accompanied or advised by an attorney, accountant, or City staff member.

- (e) The License Official shall preside over the informal conference and determine when it is concluded.
 - (f) The Taxpayer may present information or documents then in the Taxpayer's possession supporting the requested adjustment.
4. **Final Assessment.** Within five (5) days after the informal conference, the License Official shall issue and serve by mail or personal service a notice of final assessment. The notice shall include an appeal form substantially in the form attached as **Exhibit A**.
5. **Appeal of Final Assessment.** Within thirty (30) days after the date of postmark or personal service of the notice of final assessment, the Taxpayer may appeal by:
- (a) filing a completed appeal form with the License Official by mail or personal service; and
 - (b) paying to the City, under protest, at least eighty percent (80%) of the business license tax based on the final assessment.

Failure to timely satisfy both requirements constitutes a failure to perfect the appeal and results in denial of the appeal.

6. **Hearing.** The Hearing Officer shall hear the appeal within thirty (30) days after the City receives the completed appeal form, unless the City and Taxpayer agree in writing to a continuance. The hearing shall be scheduled and conducted in the manner required by S.C. Code § 6-1-410, including any applicable requirement concerning a regular or special meeting.
- (a) The License Official shall provide written notice to the Taxpayer stating the date, time, and location of the hearing and shall provide the rules of evidence and procedure established by this Ordinance.
 - (b) The Taxpayer may be represented by counsel, present testimony and evidence, and cross-examine witnesses.
 - (c) The hearing shall be recorded. It shall be transcribed at the expense of the party requesting a transcript, unless the parties agree otherwise in writing.

- (d) Information concerning gross receipts contained in business license tax applications is confidential to the extent provided by law. The City shall not disclose the information except as authorized by law, including acknowledgement of whether a business has paid the City's business license tax for a relevant year.
 - (e) The hearing shall be open to the public except that the Hearing Officer shall conduct in camera any portion involving confidential gross-receipts information or other information lawfully exempt from public disclosure. The Hearing Officer shall comply with Title 30, Chapter 4 and Title 6, Chapter 1 of the South Carolina Code of Laws, as applicable.
- 7. **Decision and Written Order.** The Hearing Officer shall decide the assessment based only on the record and shall issue a written final decision stating the basis for the decision, findings of fact, and conclusions of law. The written decision shall be filed with the License Official and served on the Taxpayer by mail or personal service within fourteen (14) days after the hearing, unless a longer period is agreed in writing by the parties or required for good cause consistent with law. The decision shall advise the Taxpayer of the right to seek a contested case hearing before the South Carolina Administrative Law Court.
 - 8. **Further Appeal.** Within thirty (30) days after the date of postmark or personal service of the City's written final decision, the Taxpayer may appeal to the South Carolina Administrative Law Court in accordance with its rules.

Section 5. Rules of Evidence.

- 1. **Governing Standard.** Questions of evidence shall be governed by applicable law, including S.C. Code § 1-23-330 to the extent applicable. The Hearing Officer shall exclude irrelevant, immaterial, or unduly repetitious evidence; give effect to legally recognized privileges; and permit evidence in written form when doing so expedites the hearing without substantially prejudicing either party. In close questions of relevance, the Hearing Officer may resolve the question in favor of receiving the evidence, subject to its weight.
- 2. **Objections and Offers of Proof.** An objection to evidence must be timely and noted in the record. If the Hearing Officer excludes evidence, the offering party may make an offer of proof on the record. For excluded oral testimony, the offering party shall briefly

summarize the proposed testimony. For a document or exhibit, the item shall be marked for identification and included in the record as an offer of proof.

Section 6. Order of Proceedings.

1. **Opening of Hearing.** The Hearing Officer shall open the hearing with a brief statement of the nature of the proceedings. Each party may make an opening statement of no more than five (5) minutes.
2. **Presentation of Evidence.** The parties shall present evidence in the following order:
 - (a) The City, as the taxing jurisdiction, shall present its evidence first.
 - (b) The City shall call its witnesses, and the Taxpayer may cross-examine each witness in an orderly manner.
 - (c) The City shall have up to fifteen (15) minutes for direct examination of each witness, and the Taxpayer shall have up to ten (10) minutes for cross-examination.
 - (d) After the City rests, the Taxpayer shall present its evidence. The City may cross-examine each witness in an orderly manner.
 - (e) The Taxpayer shall have up to fifteen (15) minutes for direct examination of each witness, and the City shall have up to ten (10) minutes for cross-examination.
 - (f) The Hearing Officer shall administer an oath or affirmation to each witness, and each witness is subject to examination.
 - (g) Objections concerning procedure, admission of evidence, or another matter must be made timely and stated on the record.
3. **Closing Arguments and Deliberation.** After the parties have presented their evidence, each party may make a final argument of no more than five (5) minutes. The Hearing Officer may obtain legal advice in executive session when lawful but shall make the decision and announce the ruling on the record in the public session as required by applicable law.

4. **Decision.** The Hearing Officer shall issue a ruling on the appeal consistent with Section 4 of this Ordinance. The Taxpayer retains the right to appeal the final decision to the South Carolina Administrative Law Court as provided by law.

Section 7. Direct Appeals to Council.

If Council lawfully elects to hear a direct business license tax appeal rather than proceed through the Hearing Officer, Sections 5 and 6 of this Ordinance govern the rules of evidence and order of proceedings, with references to the Hearing Officer construed to mean Council as appropriate.

Section 8. Exhibit.

The Notice of Final Assessment and Notice of Appeal Form attached as **Exhibit A** are approved for use by the License Official. The License Official may make non-substantive administrative changes to the forms that are consistent with this Ordinance and applicable law.

Section 9. Severability.

If a court of competent jurisdiction holds a provision of this Ordinance invalid or unenforceable, that holding does not affect the validity or enforceability of the remaining provisions.

Section 10. Repealer.

All ordinances, resolutions, policies, or parts thereof inconsistent with this Ordinance are repealed to the extent of the inconsistency.

Section 11. Effective date.

This Ordinance shall be effective from and after the date of second and final reading and adoption by Cayce City Council.

DONE IN MEETING DULY ASSEMBLED, this _____ day of _____ 2026.

Elise Partin, Mayor

Attest:

Kristen Hall, Municipal Clerk

First Reading: _____

Second Reading: _____

Approved as to form: _____

James Smith, City Attorney

EXHIBIT A

NOTICE OF FINAL ASSESSMENT OF BUSINESS LICENSE TAX

STATE OF SOUTH CAROLINA

COUNTY OF LEXINGTON

CITY OF CAYCE

Date of Original Notice: _____

Business Code: _____

NAICS: _____

Name of Business: _____

Mailing Address: _____

Federal Tax ID No.: _____

Last License No.: _____ Year: 20_____

Date of Informal Conference: _____

S.C. Code § 6-1-410(A) provides that, if a taxpayer fails or refuses to pay a business license tax by May 1 or another applicable deadline, the taxing jurisdiction may serve notice of assessment by mail or personal service. You requested review of the original notice of assessment. Following the informal conference identified above, the City has determined the final assessment stated below.

This is the City's final notice of assessment. You may appeal within thirty (30) days after the date of postmark or personal service by: (1) filing the completed Notice of Appeal Form with the City's License Official; and (2) paying under protest at least eighty percent (80%) of the business license tax based on the final assessment.

The Business identified above is assessed the following business license tax and penalties:

License Year	Gross Income	Tax Rate	License Tax	Penalties
20_____				
20_____				
20_____				
Totals				

Penalties accrue as provided by applicable law and the City's Business License Program.

Date: _____, 20_____

License Official

NOTICE OF APPEAL FORM

STATE OF SOUTH CAROLINA
COUNTY OF LEXINGTON
CITY OF CAYCE

Date of Original Notice: _____

Business Code: _____

NAICS: _____

Name of Business: _____

Mailing Address: _____

Federal Tax ID No.: _____

Last License No.: _____ Year: 20_____

Date of Informal Conference: _____

The Business identified above has been assessed the following business license tax and penalties:

License Year	Gross Income	Tax Rate	License Tax	Penalties
20_____				
20_____				
20_____				
Totals				

I, the undersigned Taxpayer or duly authorized representative of the Business identified above, appeal the final business license tax assessment. The reasons for the appeal are:

By filing this appeal, I represent and understand that:

1. The Business is paying under protest \$_____, which is at least eighty percent (80%) of the business license tax based on the final assessment.
2. Failure to timely remit at least eighty percent (80%) of the final assessment, or failure to timely submit this Notice of Appeal Form within thirty (30) days after postmark or personal service of the final assessment, results in rejection of the appeal and waiver of the right to appeal the business license taxes due to the City.
3. The Business has the right to an appeal hearing within thirty (30) days after the City receives a timely perfected appeal, unless continued by written agreement of the parties.
4. The hearing will be conducted under the procedures and rules adopted by the City.

Date: _____, 20_____

Taxpayer or Authorized Representative

Printed Name: _____

Title: _____

Telephone: _____

Email: _____